

## IMPORTANT NOTES

### Work on Fields

The DPW Parks and Forestry Division will have a regular schedule of maintenance related to safety on the athletic fields. Any group requesting overtime work on the fields must follow the rules and regulations as set forth by the Board of Selectmen and union agreements. No unauthorized work may be done at any facility. In the event that work is done without approval, that organization will pay for additional repair work that is made necessary, and will be in jeopardy of losing its permit.

### Sharing Permits

Permits cannot be shared with any group that does not have a permit from Park and Recreation. Two groups permitted by Park and Recreation can work together to share field space, but must notify Park and Recreation of those agreements.

### Non-Permitted Group Use of Fields

In recent years, groups without permits have begun to use fields on a regular basis, finding times not used by permitted groups. These groups have increased the compaction and wear on the fields, and some have used the fields during inclement weather causing further damage. If you are aware of any group using fields on a regular basis without a permit, contact the Director of Park and Recreation, providing as much detail information about the group as possible, so that she may contact the Needham Police Department for assistance. *Make sure all of your coaches have something in writing indicating when they have use, to insure they will have use of the fields when they go for a scheduled use.* Any group that decides to regularly meet to use athletic fields must have a permit and follow the rules and regulations for use.

### Rain and Snow

Go to The Town of Needham website [www.needhamma.gov](http://www.needhamma.gov)

- At the top of all website pages, above the photo banner, the “**Field Status**” option can be clicked for the most recent update.
- In the left hand column, “**Notify Me**” is an option to choose. When clicked, it will bring up a screen asking for your e-mail and/or your cell phone and ask you to choose the category for updates. “**Field Status**” is one of the options you can choose. All league officials, parents, coaches, and players are welcome to sign up for this notice.
- **The website is only updated on days when Town staff is working, and it is not done until AFTER 3 PM.**

Fields cannot be used when there is standing water. DO NOT brush puddles off of diamonds, or fill wet areas of multi-purpose fields. Both cause safety hazards and increase the maintenance work needed. Damage done to wet fields is at least 5 times the amount done to dry fields.

The High School decisions on field use are made midday, directly by the Superintendent of Parks and Forestry and the High School Athletic Director. This decision may differ from the one made later in the day for community groups, based on the weather at that time. Park and Recreation does not get notified about school use.

**League officials will make the decision on weekends and holidays, and if the weather changes after the 3:00 PM decision on weekdays.** The participants and parents in your program should be given a resource for finding out these decisions. All groups make their own decisions, with the exception of Adult Soccer who will follow the decisions made by the Needham Soccer Club. Referees do not supersede decisions made by Park and Recreation or the rules of the department. *As an example, a referee cannot declare a field playable after Park and Recreation has closed the field for play.*

**Practices and games cannot begin in April until word is given that fields are open, no matter what the first date is on the schedule. Fall schedules for community groups do not begin in August. They must have time scheduled in the Spring/Summer field permit in order to use fields in August. Fields closed for summer maintenance are not opened prior to September 1<sup>st</sup> for fall events.**

### **Signs**

No signs may be posted at any field or park without written permission of the Park and Recreation Commission or the Trustees of Memorial Park.

### **Tournaments**

***The special event form must be completed.***

The word “tournament” includes all special events. Permission must be granted by the Park and Recreation Commission or Trustees of Memorial Park prior to any event being scheduled. NO CLINICS, of any type, may be held without the Commission’s or Trustees’ permission. NO INFLATABLE STRUCTURES OR TENTS, of any type, may be put up without permission.

A PDF version of the permit schedule will be sent to all league officials and will be posted on the Park and Recreation website. It is the responsibility of all groups to read the organizational permit carefully, and alter schedules to avoid conflicts. All efforts should be made by organizers of special events to reduce the effect of the event on other groups.

### **Dogs**

**Dogs are not permitted at Memorial Park or at DeFazio Park, with the exception of service animals. At all other parks, dogs must remain on leash and not be on the athletic fields, within playground areas or on tennis courts.**

### **Synthetic Turf**

Please insure that water is the only liquid on the field, and that no other drinks or food items are permitted. Dogs must remain off the fields. Metal cleats are not permitted.

### **Accidents and Injuries**

Using the form sent to all organizations or found on the website, submit accident forms within 24 hours, or the earliest business day, if the accident was caused by field conditions. PREVENT accidents, and fully train all coaches. Keep the fields “911 ready” making sure emergency access is available and first aid kits stocked and readily available.

### **Lost and Found**

The Parks and Forestry Division will bring found articles to the Park and Recreation Office. Individuals are notified if a name was written on the item. Items left more than one month are donated to local organizations.

### **Respect and Safety**

1. Be respectful of neighbors of each park! They chose to live near the park, but did not choose to have trash in their yards, cars parked blocking their driveways, or observe rude behavior.
2. No alcohol or illegal drugs are ever permitted at any field.
3. Make sure the equipment used meets current safety standards.
4. Litter should be picked up and removed at the end of each field use.
5. Resolve conflicts between groups promptly and fairly.

### **Directions**

Each organization is responsible for providing parents/participants with directions to fields used by their teams.

### **Carleton Pavilion**

When the building first opened, the Booster Club had traditionally been the major provider of concession, but no longer take on that responsibility. Any non-profit group that would like to use the concession room must submit a request in writing, and pay the required fee prior to being lent a set of keys. Keys may not be copied or shared with other groups. Groups using the concession room are responsible for cleaning the concession room – NO EXCEPTIONS. A private cleaning contractor will clean the bathrooms, only, and cannot be asked to assist in other areas of the building.

### **Mills Field Concession**

There is no current use of this building for Concession.

### **Claxton Lights**

A key will be given to each group with permission to use the lights. Keep track of the time used accurately, without estimating, and make payments promptly. Keys must be returned at the end of the season. Permission has not been granted to any community group for long-term storage in the Claxton building.

### **Memorial Park/DeFazio Park Lights**

A separate application form is available for use of these lights, and includes information on policy and regulations.

### **Tot Lots/Playgrounds**

Playground areas, with grills, are available at several sites. Requests for use must be made separately. The areas must be left clean at the end of use, with trash secured away and not left out to attract animals. Rain dates are normally not given, due to high demand for use, especially at DeFazio. Parents are responsible for watching children in tot lot areas, especially during games at fields. Tot lot permits insure that other large groups will not be scheduled at the same time, but do not allow groups to exclude families from using the tot lots.

### **Memorial Park**

The Park and Recreation Department now schedules all athletic fields at Memorial Park, in consultation with the Trustees of Memorial Park. Requests for building use and sign boards will be forwarded to the Trustees.

### **School Fields**

Park and Recreation now schedules all school fields. *School building use is scheduled by the Public Facilities - Operations Department at (781) 455-7550 or e-mail [scheduling@needhamma.gov](mailto:scheduling@needhamma.gov).*

### **Donations**

The Park and Recreation Commission must approve all donations, including projects, items, renovations and financial donations. If the request is for Memorial Park, the Trustees of Memorial Park are required to provide approval.

### **Sports Program Information**

Park and Recreation annually publishes a handout with program names, contact names, phone numbers and e-mail addresses, when available. Please keep the information up to date, so that the office can direct interested participants to your program.